

FIU 2019-2020

Department of Psychology



**Graduate Student
Handbook**

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CASE Graduate Studies

IMPORTANT LINKS

University Graduate School: <http://gradschool.fiu.edu/>

Psychology PhD Student Resources Page: <https://psychology.fiu.edu/academics/degrees-and-programs/graduate-resources/index.html>

Academic Calendar and Deadlines:
https://onestop.fiu.edu/Enrollment_Services_Calendar/fall/html

CASE deadlines: <https://case.fiu.edu/academics/graduate/index.html>

Your personal portal to academics, finances, etc: <http://my.fiu.edu>

PART I: GETTING STARTED

As you start graduate school, it is important to know about the resources available to you and the requirements that you must fulfill during your program.

ORIENTATIONS

The orientations offered at FIU include: 1.) The University Graduate School's Graduate Orientation, 2.) The Psychology Department's Graduate Orientation, 3.) The Teaching Assistant's Orientation, and 4.) The Immigration Orientation.

GRADUATE SCHOOL ORIENTATION

The University Graduate School's Graduate Orientation is intended for all newly admitted graduate students. If you are not able to attend Orientation, there is an Online Orientation that is available. Please check your FIU email to see if you are eligible to participate.

Graduate Orientation Fall 2019

Friday, August 23

More information TBA

DEPARTMENT ORIENTATION

The Psychology department offers an Orientation workshop that takes you through all the steps to successfully complete your degree and graduate. This is a required workshop lead by Dr. Frazier and will include presentations from the Deans of the University Graduate School, the College of Arts & Sciences, the resource librarian, a representative from the Panthersoft Office, the Psychology Student Government Association and others.

Psychology Graduate Orientation Fall 2019

Thursday, August 22

*Breakfast and lunch are served

More information TBA

TEACHING ASSISTANT ORIENTATION

FIU's Academy for the Art of Teaching hosts an intensive Introduction-to-Teaching Workshop that is offered once per year, during the week prior to the start of the Fall term. This workshop is a requirement of the Graduate Teaching Certificate Program and is open to all TA's and adjuncts.

For newly admitted students this orientation workshop is a departmental requirement and you must attend. For those of you who are returning and teaching in the new academic year it is highly recommended that you attend. An email will be sent to announce the date and time of this orientation.

Fall 2019 New TA Orientation

Tuesday August 20, 2019

9am- 1pm in PG6-116

Or

Wednesday August 21, 2019

9am- 1pm in PG6-116

Breakfast for both sessions start at 8:30AM

RSVP here: <https://cat.fiu.edu/ta-orientation.html>

ISSS ORIENTATION

All students at FIU in F-1 or J-1 student status are required to attend a **MANDATORY** Immigration Orientation conducted by ISSS. This is a separate orientation from other academic, departmental, or university-wide orientations and it will cover information specific to international students that you **MUST** be aware of. This orientation is offered at both the Biscayne Bay Campus and the Modesto Maidique Campus every semester.

During the fall semester only, an ISSS Immigration Orientation will be offered as part of the Graduate Student Orientation offered by the Graduate School at the Modesto Maidique Campus. If you are not a graduate student or if you do not attend this orientation, you will be expected to attend a separate ISSS Immigration Orientation offered for all new international students.

If you are unable to attend an ISSS Immigration Orientation before the semester begins, you must schedule an appointment with an ISSS advisor at your earliest convenience to receive counseling related to your immigration status.

For more information, please visit: <http://iss.fiu.edu/>

Immigration Orientation Fall 2019

RSVP here: <https://globalaffairs.fiu.edu/iss/international-students/new-f1-students/international-student-sessions/>

REGISTRATION AND HEALTH INSURANCE

Each student is assigned a unique 7 digit Panther ID that is necessary and needed for enrollment, registration, transcript request, application for scholarships and other curriculum activities.

If you do not have your Panther ID, you can get your Panther ID online by going to the MyFIU webpage, <http://my.fiu.edu/> and clicking on the Panther ID Look Up link. All you need to do is input the required information as it appears in your University records. If your Panther ID does not come up, you can call the Office of the Registrar at 305-348- 7000.

Before registering for classes, you should be able to first log into the university computer system (Panthersoft). To set up your account you can go to the following link:

<https://myaccounts.fiu.edu/itim/self/Login/Logon.do>

REGISTERING FOR CLASSES

To register for classes follow these steps:

1. Log onto <http://www.my.fiu.edu>

2. Click on Academics.
3. Click on Enroll/Drop a Class.
4. Click on the Term of your choice.
5. To Add, Drop or Swap classes, links are provided at bottom.

REGISTRATION DEADLINES

The last day for students to register without incurring a late fee is August 20, 2017. The Fall Semester begins on August 21, 2017. The last day for students to pay their fees without incurring a late fee is August 29, 2017.

To maintain your status as a full-time student, you must be enrolled in at **least 9 credits** during the Fall and Spring semester and **6 credits** during the Summer semester.

For more info visit: https://onestop.fiu.edu/Enrollment_Services_Calendar/fall/

HEALTH INSURANCE

For those graduate students receiving Assistantships, a university-subsidized health insurance plan is included. The payments for the plan are deducted over several salary payments. If you have your own health insurance and plan to use it you must fill out a waiver form through the university insurance provider. For step-by-step instructions and to fill out the electronic form,

<https://www.gallagherstudent.com/students/student-home.php?idField=1248&KosterWebSID=vlds92k80j21j7err0nfekc4u7>

This opt out form must be submitted each academic year.

All international students in F-1 status must have medical insurance that meets certain requirements in order to register and continue their studies at FIU. You may purchase medical insurance through University Health Services with a cashier's check or money order or you may go online to <http://www.collegiaterisk.com/students/fiu/fiu.html> and purchase with a Visa or MasterCard credit card. If you have your own insurance, your insurance company must complete an Alternate Insurance Form. The Alternate Insurance form is available in the University Health Center Office on the Biscayne Bay Campus (HWC) and on the Modesto Maidique Campus (UHSC 101). It is also available in the ISSS office on the Biscayne Bay Campus (WUC 363) and on the Modesto Maidique Campus (GC 355). If your policy meets the University's minimum medical insurance requirements, it will be approved.

INFORMATION FOR INTERNATIONAL STUDENTS

Plan to meet with the International Student and Scholar Services (ISSS), a key resource for the duration of your stay in the United States.

ISSS has offices at both University Park and Biscayne Bay campuses. The staff advises international students and scholars on a variety of issues and is responsible for complying with procedures mandated by the Student & Exchange Visitor Information System (SEVIS).

PART II: FEES & FINANCES

Florida International University GRADUATE Tuition and Fees 2018-2019 Academic Year

New Students - Admit Term Fall 2006 or Thereafter

Tuition	Resident	Non-Res	GA/TA Rate (.5 FTE)	RA Rate (Grant pays tuition)
Tuition per credit (matriculation)	\$379.95	\$900.00	Waived	\$379.95
Per Credit Hour Fees	\$75.69	\$101.69	\$75.69	\$75.69
Total Tuition and Fees per Credit	\$455.64	\$1,001.69	\$75.69	\$455.64

Semester Fees

Health	\$93.69	\$93.69	\$93.69	\$93.69
Athletic	\$10.00	\$10.00	\$10.00	\$10.00
Parking Fee (Fall\Spring)	\$90.70	\$90.70	\$90.70	\$90.70
Total per Semester Fees (Fall\Spring)	\$194.39	\$194.39	\$194.39	\$194.39
Parking Fee (Summer)	\$84.58	\$84.58	\$84.58	\$84.58
Total per Semester Fees (Summer)	\$188.27	\$188.27	\$188.27	\$188.27

Total Tuition and Fees per semester <u>Not</u> Covered by Assistantship	GA/TA Rate (.5 FTE)	RA Rate (Grant pays tuition)	Full-time Enrollment
Fall 2018 (Includes \$10 Photo ID fee)†	\$885.60	\$4,305.15	9 credits
Spring 2019 †*	\$875.60	\$4,295.15	9 credits
Summer 2019 †*	\$642.41	\$2,922.11	6 credits

† add \$35 orientation fee if student's first semester.

* add \$10 Photo ID fee if student's first semester.

Continuing Students - Admit Term Before Fall 2006

Tuition	Resident	Non-Res	GA/TA Rate (.5 FTE)	RA Rate (Grant pays tuition)
Tuition per credit (matriculation)	\$362.71	\$882.76	Waived	\$362.71
Total Per Credit Hour Fees	\$73.97	\$99.97	\$73.97	\$73.97
Total Tuition and Fees per Credit	\$436.68	\$982.73	\$73.97	\$436.68

Semester Fees

Health	\$93.69	\$93.69	\$93.69	\$93.69
Athletic	\$10.00	\$10.00	\$10.00	\$10.00
Parking Fee (Fall\Spring)	\$90.70	\$90.70	\$90.70	\$90.70
Total per Semester Fees (Fall\Spring)	\$194.39	\$194.39	\$194.39	\$194.39
Parking Fee (Summer)	\$84.58	\$84.58	\$84.58	\$84.58
Total per Semester Fees (Summer)	\$188.27	\$188.27	\$188.27	\$188.27

Total Tuition and Fees per semester <u>Not</u> Covered by Assistantship	GA/TA Rate (.5 FTE)	RA Rate (Grant pays tuition)	Full-time Enrollment
Fall 2018 (Includes \$10 Photo ID fee)	\$870.12	\$4,134.51	9 credits
Spring 2019	\$860.12	\$4,124.51	9 credits
Summer 2019	\$632.09	\$2,808.35	6 credits

2018-2019 Graduate Assistantship Program Summary Chart

GA Eligibility

Admission Status	Must be fully admitted to a master's or doctoral degree program. Conditionally admitted students, who have not yet met the terms of their admission, are <u>not</u> eligible.
Enrollment	Must be enrolled for a minimum of 9 credits for each Fall and Spring semester, and 6 credits for Summer semester(if advanced to candidacy then enrollment is only 3 dissertation credits)
Academic Standing	Must maintain a cumulative 3.0 GPA in graduate program

GA Benefits based on .5 FTE Contract (20 hours per week)

Tuition Waiver	Covers 9 credits for each Fall and Spring Semester(if advanced to candidacy 3 dissertation credits); 6 credits for Summer(tuition per credit is \$379.95 Admit term after Fall 2006 and \$362.71 Admit term before Fall 2006)
Health Insurance Plan	75% of premium paid by UGS

Amount GA Pays Each Semester

Per Credit Tuition Fees	\$75.69 per credit for New Students (Admitted and Enrolled Fall 2006 and after) \$73.97 per credit for Continuing Students (Admitted and Enrolled before Fall 2006)
Per Semester Fees (Health, Athletics, and Parking)	\$194.39 for Fall \$194.39 for Spring \$188.27 for Summer
Photo ID	\$10 each year in Fall semester or first term of enrollment
Orientation Fee for new Students only	\$35.00
Lab, Online and Special Course Fees	Some classes have associated fees which are in addition to the regular tuition and, therefore, are not covered by the waiver.

(based on above per credit fees and per semester fees; does NOT include tuition plus, lab, or online course fees)

Total for New Students (Admitted and Enrolled Fall 2006 and after)

Fall Payment = **\$885.60*** (9 credits x \$75.69 plus \$194.39 semester fees and \$10 Photo fee)

Spring Payment = **\$875.60**** (9 credits x \$75.69 plus \$194.39 semester fees)

Spring Payment for Doctoral candidate = **\$421.46** If a doctoral candidate with approved D2, then they must register for 3 dissertation credits only.

Summer Payment = **\$642.41**** (6 credits x \$75.69 plus \$188.27 semester fees)

Summer Payment for Doctoral candidate = **\$415.34** If a doctoral candidate with approved D2, then they must register for 3 dissertation credits only.

*add \$35 orientation fee if first term of enrollment; **add \$10 photo fee and \$35 orientation fee if first term of enrollment

Total for Continuing Students (Admitted and Enrolled before Fall 2006)

Fall Payment = **\$870.12** (9 credits x \$73.97 plus \$194.39 semester fees and \$10 Photo fee)

Spring Payment = **\$860.12** (9 credits x \$73.97 plus \$194.39 semester fees)

Summer Payment = **\$632.09** (6 credits x \$73.97 plus \$188.27 semester fees)

Health Insurance Deductions

GA's portion (25%) of the insurance premium will be deducted from their paycheck

Annual premium total = **\$591.75**

Fall only premium total = **\$196.00** (deducted over 6 pay periods; \$32.66 each check)

Spring only premium total = **\$204.25** (deducted over 6 pay periods; \$34.04 each check)

Summer only premium total = **\$191.50** (deducted over 4 pay periods; \$47.87 each check)

Health Insurance is mandatory, but students can opt out of the University plan if currently enrolled in an equivalent insurance plan. **The deadline to opt out is May 31, 2019.**
 Students must complete the Graduate Assistant insurance waiver form on www.gallagherstudent.com/FIU.

FIU REGULATIONS FOR EMPLOYMENT AND WORK

According to the Graduate Assistant employment agreement, the following rules apply:

A Graduate Research Assistant shall be a degree seeking graduate student who performs research duties related to his or her academic program. The RA will perform general duties related to research, documentation, experimentation, interviews and other activities that support the academic endeavor of the supervising faculty. For some positions assigned to this class, special qualifications may be added to the minimum such as completion of a specified number of graduate credit hours or a master's degree or specialization in an appropriate area of research.

A Graduate Teaching Assistant shall be a degree seeking graduate student who may 1) be the instructor of record on a course; 2) be a research methods lab section instructor; 3) assist a faculty member teaching a large lecture course; 4) be a PSY 2012 teaching assistant; 5) be assigned to assist a faculty member teaching an online course. The duties differ depending on the assignment and may include, but are not limited to, preparing lectures, grading assignments, researching class topics and substituting for Faculty of Record on select class days. TAs are expected to provide up to 20hours/week to their TA assignment. They are not expected to be asked or expected to provide assistance with anything that is not related to the course to which they are assigned. A Graduate Teaching Assistant who is the Instructor of Record must have completed 18 graduate credit hours in the subject area and perform teaching duties related to his or her academic program.

A graduate assistant cannot accept employment outside of FIU and cannot accept payment for work outside FIU without prior approval of the Dean of the University Graduate School.

Teaching Assistant contracts are generated each Fall and TAs are on contract for a full academic year (Fall, Spring and Summer semesters). However, TA assignments may change each semester.

Teaching assignments are made by the Director of Graduate Studies prior to the beginning of each term. Students will be notified in writing of their assignment.

Further, appointment is contingent upon full-time enrollment (9 graduate credits in Fall and Spring; 6 graduate credits in Summer) and satisfactory academic and work performance. Students must maintain a GPA of 3.0 or better. Continued funding is determined annually by the faculty in the student's program and by the Director of Graduate Studies, based on satisfactory performance on the annual evaluation. The employment is terminated at the end of session. No further notice of cessation of employment is required. Employment may be terminated at any time if performance is unsatisfactory.

FELLOWSHIP/ SCHOLARSHIP INFORMATION

GRADUATE FEE GRANTS

Awarded by the Financial Aid office to students who have financial need. It pays up to \$1,000 per semester. In order to be considered, students must complete a financial aid form. The applications can be obtained in Florida International University, Financial Aid Office, PC 125. Tel. (305) 348 – 7272 or online at <http://www.fafsa.ed.gov>

Only students with financial need are eligible:

1. Monies will be awarded on a first-come, first serve basis
2. International Students are not eligible for these awards
3. Students must be enrolled on a full-time basis

GRADUATE ASSISTANTSHIPS

These assistantships involve work assignments as teaching or research assistants.

UNIVERSITY GRADUATE SCHOOL SCHOLARSHIPS AND FELLOWSHIPS

There are many internal University fellowships, scholarships, and awards that are available to graduate students. See table below.

Details and instructions for applying can be found here: <http://gradschool.fiu.edu/students/funding/fellowships/>

There are also FIU scholarships that graduate students may qualify for. Information on those may be found here:

<http://undergrad.fiu.edu/scholarships/>

INTERNATIONAL STUDENT FELLOWSHIPS

Fellowship opportunities for international students can be found here:

<http://undergrad.fiu.edu/scholarships/international-opportunities.html>

PSYCHOLOGY DEPARTMENT FELLOWSHIPS AND AWARDS

The Psychology Department has two mechanisms to support student research. First, is the Psychology Dissertation Fellowship, designed to support students in the data analysis and writing phase of the dissertation. Second are the seed fund awards designed to support science-oriented Master's and doctoral students with research costs. These fellowships and awards are offered annually. Information about these awards can be found here:

<https://psychology.fiu.edu/graduate-programs/current-grad-students/psychology-graduate-fellowships/>

RESEARCH INITIATIVE FOR SCIENTIFIC ENHANCEMENT PROGRAM (RISE) PART OF THE MINORITY BIOMEDICAL RESEARCH SUPPORT PROGRAM (MBRS)

The Minority Biomedical Research Support – Research Initiative for Scientific Enhancement (MBRS-RISE) program is sponsored by a grant from the National Institutes of Health (NIH). The goal of this program is to increase and support students from underrepresented groups in the biomedical and behavioral research fields in the pursuit and completion of their Ph.D.

Graduate students may apply at any point during their FIU graduate program.

Eligibility: Must be a U.S. Citizen or Permanent Resident with a GPA of 3.0 or better. Must be enrolled full-time at FIU in the biomedical or health sciences and have a strong desire to pursue a career in biomedical research (M.D./Ph.D. or Ph.D.)

Application: Applications are available online at <http://mbrs.fiu.edu/RISE/>

EXTERNAL FUNDING

All students are encouraged to apply for external funding for their research. This is an essential requirement for being competitive in the academic job market, and is becoming an essential component of graduate training expectations at FIU and nationally.

Resources for locating external funding can be found at:
<http://gradschool.fiu.edu/students/funding/external-funding/>

MATRICULATION FEE WAIVER

These awards cover the In-State portion of the tuition. In order to be eligible, students must be on a graduate assistantship contract working at least 10 hours per week. Request for Matriculation Fee Waivers should be directed to the Department that issues the contract.

NON-RESIDENT FEE WAIVER

These awards cover the Out-Of-State portion of the tuition. In order to be eligible, students must be on a graduate assistantship contract working at least 10 hours per week. Only graduate assistants who are non-Florida residents can be awarded this type of waiver.

INSTITUTIONAL SCHOLARSHIPS

A limited amount of scholarship funds is available through the Dean's office of every college. Criteria for awarding these funds, as well as the amount of the award, vary from one academic unit to the other. Full time enrollment is required.

OTHER..

The Financial Aid office maintains a bulletin board with information on other sources of financial aid from private agencies and associations. Also, the **reference desk at the library** can provide publications listing comprehensive sources of financial assistance from various federal, state, and private agencies.

Finally, if you have access to the Internet, visit the **Fastweb** page at www.fastweb.com for information on a large number of scholarships available nationwide. Fastweb is a searchable database of more than 275,000 private sector scholarships, fellowships, grants and loans from more than 10,000 sources.

TRAVEL

TRAVEL AWARDS

If you are presenting your research at a professional conference you may be eligible for funding through the Graduate & Professional Student Committee. GPSC will award up to \$500 once a year, from July 1st- June 30th. You must apply for the funding six weeks (42 days) before the date of travel research. You also must attend a work shop on the funding application process before applying for the funds. GPSC will only fund airfare and registration. For more information please visit:

<http://gpsc.fiu.edu/index.php/funding-info/>

TRAVEL SUPPORT

An important part of graduate training is professional development. Graduate students are expected to collaborate on research and present at professional conferences. Travel to conferences is supported by the department, college, and university graduate school. Travel policies and procedures must be followed in order for students to be reimbursed for their travel.

The College of Arts & Sciences offers a matching up to \$200 travel support for students who have another funding source (GPSC funding or a faculty sponsor funding). This funding is offered once a year from July 1st-June 30th. The funding application is due to the Dean's office four weeks prior to the travel date but must be received to the Graduate Director and Graduate secretary a **minimum five weeks prior to travel** for processing. You do not need to wait for your GPSC funding to be approved to apply for the matching funds. You may go ahead and apply while waiting for your GPSC decision. Matching funds will reimbursement meals, hotel (as long as receipt is in your name), transportation and anything that controller's allows for.

For the application and more information please visit: <https://case.fiu.edu/academics/graduate/index.html>

Please email psygrad@fiu.edu 1) the application; 2) a copy of the email receipt you applied for GPSC funding; and 3) a copy of the letter your mentor writes for GPSC 4) a short memo requesting matching funds from yourself. A pdf will be created and sent to the Dean of the College of Arts and Sciences for approval.

REIMBURSEMENTS FOR TRAVEL

In order to be reimbursed for your travel you must provide the following documents in hard copy to psygrad@fiu.edu:

- 1) A photocopy of the program with the front page and the page where your name is listed for your presentation.
- 2) A copy of the abstract of paper presented.
- 3) Your airfare registration/conformation showing the travel dates and times and the credit card that was used to purchase the airfare. (It's highly recommended you forwarded that to Graduate Secretary *before* you leave to ensure you have the proper receipt for reimbursement).
 - a) If you are driving to the conference you must provide a map quest for round trip from the address you leave from, the address you are going to, and your return. Total mileage must be shown.
- 4) Submit copies of your boardingpasses.
- 5) Submit a copy of your conference registration confirmation showing cost, and if at all possible, the credit card that was used to purchase.
- 6) Submit a copy of your hotel folio. If you shared your room with other conference attendees you all must provide a copy of it.

Once documents are received for reimbursement they will be processed as soon as possible. Once reimbursement is ready the traveler will be notified to come and sign the reimbursement form.

Please keep in mind the reimbursement process has many levels it must go through for approvals and the Controller's office has discretion over the final approval. There is no timeline that can be given on how long it will take to be reimbursed as it depends on the work load of all the personnel in each of the offices that process approvals.

PART III: ATTAINING YOUR DEGREE

GRADUATE TRAINING CURRICULUM

Specific degree requirements, annual timeline, course maps, and benchmarks can be found on your doctoral training program website.

[Clinical Science in Child and Adolescent Psychology](#)

[Cognitive Neuroscience](#)

[Developmental Science](#)

[Industrial Organizational Psychology](#)

[Legal Psychology](#)

PERFORMANCE EXPECTATIONS

COURSEWORK AND GRADES

All graduate students are expected to maintain good academic standing. A GPA of 3.0 or better is required. Students who fail to maintain a 3.0 may lose their funding and be dismissed from the program. A grade of B- or above is considered passing. A grade below B- is considered failing. Students are required to attain a grade of B- or above in all courses in order to remain in good academic standing.

INCOMPLETE GRADES

An incomplete grade is a temporary designation given at the discretion of the instructor for work not completed due to serious extenuating circumstances (e.g., extended illness). An incomplete grade cannot be assigned to dissertation or thesis credits to indicate that the work is in progress.

An incomplete must be made up within two terms or it will automatically default to an F. There is no extension of the two term deadline, which includes summer term. To complete the course, the student must consult with the instructor who will define the remaining requirements for successful completion.

MONITORING YOUR PANTHER DEGREE AUDIT

It is the student's responsibility to manage their panther degree audit (PDA) on an annual basis to make sure that all courses are lined up to fulfill the degree requirements of the program. The PDA is a record of students' academic progress. Once a year, when completing the annual evaluation, students should check their PDA and request any necessary changes. Requests for changes are to be submitted to the Graduate secretary.

Failure to do so can result in failure to graduate at the M.S. or Ph.D. level. Information on how to access and manage the PDA can be found here:

<https://psychology.fiu.edu/graduate-programs/current-grad-students/panther-degree-audit-instructions/>

THE MASTER'S THESIS AND DOCTORAL DISSERTATION QUALITY EXPECTATIONS

The Department of Psychology expects its graduate students to produce outstanding theses and dissertations. Outstanding theses and dissertations are characterized by originality, high-quality writing, and compelling consequences that make an important contribution to the extant literature in the field. We expect them to display a deep and thorough knowledge of a body of literature and mastery of the subject matter. They should demonstrate a richness of thought and insight, and lead to innovative research questions/hypotheses. The student must demonstrate a sophisticated grasp and use of theory, research methodology, and statistically sophisticated analyses. Quality and care put into the measurement techniques and analyses instill confidence in the results.

An outstanding thesis or dissertation in Psychology will be at the highest levels of originality or significance in that it: a) asks new and innovative questions; b) addresses important gaps in the extant literature; c) addresses problems or weaknesses in current theory or methodology; d) uses or develops new tools, methods, approaches, or new types of analyses; e) pushes the discipline's boundaries and opens new areas for research; f) has practical and policy implications; g) is of interest to a larger community and changes the way people think.

By aiming for these goals in our theses and dissertations our students will be Worlds Ahead!

FIU POLICIES ON ACADEMIC MISCONDUCT

Graduate students in the Department of Psychology at Florida International University are expected to adhere to the highest standards of integrity in every aspect of their lives. Honesty in academic matters is part of this obligation. Academic integrity is the adherence to those special values regarding life and work in an academic community. Academic achievements are premised on academic integrity: honesty, fairness, trust, respect, accountability, and responsibility. The academic community thrives when all members adhere to these standards of integrity, and graduate students have an important role in fostering this commitment to academic integrity.

The Department of Psychology expects all graduate students to uphold these values and the FIU code of academic integrity. Violations of the Academic Misconduct policies are grounds for dismissal from the program. All students must be aware of the policies on academic misconduct found here: <https://psychology.fiu.edu/graduate-programs/current-grad-students/university-policies/psy-academic-misconduct-policy1.pdf>

ANNUAL EVALUATIONS OF PERFORMANCE

All students are required to fill submit the Annual Student Evaluation and Mentoring Plan. This is required by the Department, the College, and UGS for all students in a doctoral program. It is an assessment of the activities en route to successfully completing the program. Information about the form can be found here:

<https://psychology.fiu.edu/graduate-programs/current-grad-students/annual-evaluation-of-student-progress/>

The form is available here and updated each year: <http://gradschool.fiu.edu/students/doctoral-student-annual-evaluation/>

All students are required to submit these forms annually. Students who do not yet have a D-1 approved and on file at UGS must have a meeting with their major professor to discuss their annual accomplishments and complete the form. Students that have a D -1 on file and approved by UGS must have a meeting with the full dissertation committee and all members of the committee must offer feedback on the student's performance and sign the form. Any meeting held after January may serve as an annual evaluation meeting.

Any student who receives "occasionally does not meet expectations" in one or more areas must have a performance improvement plan in the evaluation. The student and major professor must identify ways to address the shortcomings. The Director of Graduate Studies will summarize the evaluation and performance improvement plan in a memo that will be placed in the student's file. The student has one year to meet the requirements of the performance improvement plan. Students may lose funding or be dismissed from the program if they are not maintaining satisfactory progress in the program, their assistantships, and if they do not meet the expectations in the performance improvement plan.

GRADUATE TRAINING BENCHMARKS

STAGES TO OBTAIN YOUR MASTER'S DEGREE

The Master's thesis may take one of two forms depending on the student's doctoral training program. Some programs, such as the Clinical Science program, require that students propose an independent and novel research study, conduct and analyze the data from that study and prepare and submit a journal article to a high-quality journal in the field. Evidence of submission (e.g., letter from the editor) is required.

Other programs, like the Developmental Science program, require that students present at the defense a publishable-ready manuscript. Still other programs, like the Legal Psychology and Industrial/Organizational Psychology programs, require a traditional Master's thesis. Please make sure speak with your program's director(s) and your major professor to establish which form your thesis will take.

In the Department of Psychology all the required steps of the thesis are completed "in-house," meaning that students do not need to submit their thesis to the College or UGS,

nor do they need to complete the UGS thesis forms.

The Psychology Department forms required for the steps of the thesis can be found here:
<https://psychology.fiu.edu/graduate-programs/current-grad-students/student-forms/>

Thesis committee

Students are expected to have identified their thesis research topic and formed a thesis committee by the end of the first year.

The thesis committee is comprised of at least 3 members of the Graduate Faculty, two of whom are members of Psychology. The major professor must have expertise in the thesis area. A list of members of the Graduate Faculty can be found here:

<http://gradschool.fiu.edu/faculty-staff-grad-das-faculty.shtml>

Upon composing a committee, the student must have all members sign the memo, and submit the memo to the Graduate Program Director.

If there is a change in the thesis committee a student must submit the committee revision form.

Throughout the completion of the Master's thesis a student may take supervised research course credits. Students completing the in-house Master's thesis do not take thesis credits.

Thesis completion

Upon defense of the Master's thesis, the committee must sign off on the final form, the student must make any required revisions and then submit the complete thesis and form to the Director of Graduate Studies.

The M.S. Degree

The Director of Graduate Studies will send a memo indicating successful completion of the thesis to the Registrar's office. Students must apply for graduation with the UGS and generally one semester later the M.S. degree will appear on the transcript.

Students may wish to walk in the commencement ceremony for their Master's thesis and that can be arranged through UGS when one applies for graduation.

QUALIFYING EXAMINATIONS

After the Masters thesis defense and completion of required coursework, the qualifying exam can be taken. It is expected that all students will take the qualifying examinations by the end of the third year. All graduate programs will offer the qualifying exams three times per year, once per semester (Fall, Spring, Summer).

The main objective of the Ph.D. qualifying exam is to ensure that the student is

adequately prepared to write a doctoral dissertation and complete the Ph.D. requirements. The qualifying exam assesses the knowledge and expertise acquired in the program's required coursework. It is a benchmark that determines the degree of mastery required to advance to candidacy and successfully complete a doctoral dissertation. In doctoral programs (except clinical science), a student must pass the qualifying exam with a grade of a 4.0 or better on all sections of the exam. Students who fail a portion of the qualifying exam must petition in writing to the doctoral program director(s) and the Director of Graduate Studies for permission to retake the exam. If students are granted the opportunity to retake section(s) of the qualifying exam, they must retake the exam within two semesters, so they do not fall behind in completion of programmatic benchmarks. Failure on qualifying exams will be indicated in the student's annual evaluation form. Any student who fails the retake of the qualifying exam will be dismissed from the doctoral training program.

After passing the qualifying exam, a graduate student advances to candidacy and is eligible for undertaking dissertation. See below regarding the submission of the required D-2 form to UGS.

STAGES TO FULFILLING YOUR DISSERTATION REQUIREMENT

Nature and Purpose

Expectations regarding the quality of doctoral dissertations are mentioned above. A doctoral dissertation is the final and most important component in the series of academic experiences that culminate in the awarding of the Ph.D. degree. It is expected that a doctoral dissertation will be an extensive research study (or studies) based on original, independent research which makes a contribution to existing knowledge, addresses a major intellectual problem and makes a substantive contribution to the literature and the field. It must be methodologically rigorous and sophisticated and thus demonstrate the candidate's mastery of research methodology and statistics. It must demonstrate that the student possesses the potential to function as an independent researcher. And, it must be of sufficient quality and value to warrant its publication in a reputable professional journal. Doctoral dissertation requirements are program specific, so students must consult with their program director(s) and major professors regarding the form that the dissertation will take.

Timelines, Forms, and Deadlines

Once a student reaches the dissertation stage, the forms, timelines and specific deadlines of the College of Arts & Sciences and the University Graduate School (UGS) apply.

Students are fully responsible for knowing and meeting the expected timelines and deadlines.

The UGS lists the timelines to anticipated degree completion:

<http://gradschool.fiu.edu/calendar-deadlines/>

Additionally, all UGS forms can be found
here: <http://gradschool.fiu.edu/>

Dean Maureen Donnelly of the College of Arts & Sciences must approve every form and the materials required by each form prior to the form being submitted to UGS.

Dean Donnelly publishes her deadlines (which are 1 week prior to the UGS deadlines)
here: <https://case.fiu.edu/academics/graduate/index.html>

Any form that arrives after 5:00pm on the deadline day will not be signed UNDER ANY CIRCUMSTANCES. If forms are not signed by Dean Donnelly they cannot advance to UGS.

The Department of Psychology/Director of Graduate Studies requires all forms and all related materials required by each form 1 full week before Dean Donnelly's deadline and 2 weeks prior to the UGS deadline. The Director of Graduate Studies thoroughly reads each document and may send it back to the student for revision if it does not meet Department or College expectations for quality or comprehensiveness.

All forms required by the UGS must contain the materials specified on the form. If a committee member is unavailable to sign the form that committee member must email the Director of Graduate Studies and indicate that he or she is in agreement with the stipulations on the form and authorize the Director of Graduate Studies to sign on his/her behalf. That email must be included with the form.

The Director of Graduate Studies is available to work with students to ensure that their work meets requirements and deadlines.

Dissertation Process

Appointment of Dissertation Committee: D-1. Dissertation committees must be formed 4 semesters prior to anticipated graduation. The dissertation committee is comprised of at least 4 members of the Graduate Faculty.

The major professor is expected to be an expert in the field of the proposed dissertation and must be a member of the graduate faculty who holds Dissertation Advisor Status. At least two members of the committee must be from Psychology, and at least one must be from the graduate training program. One member of the committee must be a graduate faculty member from FIU from outside the home department. Additional members may be appointed. Please note that the UGS requires that all signatures on the D-1 be original signatures.

D-1 form: If there are any changes to the composition of the committee a student must file a D - 1r. Appointment of Revised Dissertation Committee (optional): D-1r form:
<http://gradschool.fiu.edu/students/#studentforms>

Advancing to Candidacy: Passing Qualifying Examinations

Students must take and pass qualifying examinations. Upon passing they must submit for approval a D-2 form to UGS and enroll in dissertation credits. Once a student has reached candidacy it is a State of Florida Board of Governors requirement that all students maintain active enrollment status and maintain a minimum of 3 dissertation credits every semester (including summer) until the doctoral degree is completed.

Program for Doctoral Degree and Application for Candidacy: D- 2 form:

<http://gradschool.fiu.edu/students/#studentforms>

Proposing the Doctoral Dissertation

The dissertation proposal will include an extensive review of the literature that leads to rational, testable hypotheses, along with a detailed methodology and data analytic plan. The dissertation proposal must be approved by the major professor before it can be circulated to the doctoral committee. The doctoral committee should receive a copy of the dissertation proposal at least 2 week prior to the proposal meeting. A meeting will be held for the student to give an oral presentation of the proposal and for the committee to provide guidance and input. If the committee requires revisions or modifications, those must be made before the committee approves the dissertation. The committee's approval is indicated by their signatures on the D-3 form.

The D-3 form must be submitted with a 5 page outline of the proposal, as required by UGS, to the Director of Graduate Studies. The D-3 form will not be sent to UGS until it is determined that the dissertation proposal meets the expectations for doctoral dissertations in Psychology):D-3 form: <http://gradschool.fiu.edu/students/#studentforms>

One component required by the D-3 is Institutional Review Board (IRB) approval. This is a federal regulation for the protection and welfare of human or animal research subjects. Students must submit their proposal to receive IRB approval. Information on the submission process can be found here:

<http://research.fiu.edu/irb/index.html>

<http://research.fiu.edu/irb/pages/obtaining-approval.html>

The Office of Research conducts workshops and trainings for successfully obtaining IRB approval as does the UGS. Check their websites for details.

No research study can be conducted without IRB approval.

The Request for Approval for Oral Defense

Preliminary Approval of Dissertation and Request for Oral Defense: Three weeks prior to the oral defense of the dissertation, students must submit the D-5 to the UGS. The D-5 must be signed by the Director of Graduate Studies 5 week prior to the defense and by the Associate Dean of the College 4 weeks prior to the defense.

The form must include all the materials specified on the form including a copy of the dissertation in UGS format (refer to this document for formatting http://gradschool.fiu.edu/documents/Manual_Regulations.pdf)

The defense cannot be held until the student receives official UGS approval.

The request for oral defense may not be approved at the level of the Department, the College, or the UGS if the dissertation does not meet quality standards or is not in the required UGS format.

D-5 form: <http://gradschool.fiu.edu/students/#studentforms>

The Dissertation Defense

The dissertation oral defense is the apex of the graduate training experience. It is the student's opportunity to display their scholarly accomplishments, their expertise, and their readiness to be accepted as an intellectual and professional peer among their committee members. Students should prepare for the dissertation defense and there are many resources that provide information on how to do so. Perhaps the best preparation is to attend other students' oral defenses.

At the oral defense the major professor chairs the meeting. The student will give a presentation with PowerPoint slides covering their doctoral dissertation. The committee will have already read the doctoral dissertation and will ask questions to probe and assess the student's ability to address scholarly issues raised by the dissertation. Students are being assessed as much on their ability to answer these questions as on the actual presentation. After the questions, the major professor will ask the student (and the audience if there is one) to leave the room and the committee will discuss whether or not the student has met the expectations for completing the doctoral dissertation and earning the Ph.D. The committee may require revisions to the dissertation, may request further analyses, or need to have other areas of weakness addressed. The student will be brought back and any revisions or changes will be explained. If the student has no revisions or changes, the committee will sign the signature page and the Final ETD form.

If the committee has revisions they may wait to sign these forms until after the revisions have been made and have met their expectations.

Regardless of whether or not the UGS forms are signed at the defense, all committee members must fill out the College of Arts & Sciences rubrics for doctoral dissertations. Students or major professors must bring these to the defense and the major professor must collect them and hand them in to the Department of Psychology Graduate Secretary. The rubrics can be found here: <https://psychology.fiu.edu/graduate-programs/current-grad-students/student-forms/>

Committee signatures on the Approval of Defense, Dissertation and Final ETD form signifies that the student has met all the expectations for the awarding of the Ph.D. degree.

Approval of Defense, Dissertation, and electronic submission of Dissertation: ETD

Approval Form: ETD Approval Form:

http://gradschool.fiu.edu/documents/Final_ETD_Approval_Form.pdf

All materials required must be included with this form.

All students must also take the survey of earned doctorates and include the certificate with their Final ETD materials:

http://gradschool.fiu.edu/documents/Final_ETD_Approval_Form.pdf

It is a good idea for you to have two copies of each form (Keep one for your records) you submit to UGS for your Master's and Dissertation. After obtaining the required signatures you can submit to the Graduate Secretary or the Director of Graduate Studies.

GRADUATION

Perhaps the most important moment of your graduate career will be the doctoral hooding ceremony at commencement. Once you have successfully defended your dissertation and your final ETD is approved by the Associate Dean of the College you will be invited to take the "How to Graduate" workshop. It is very important that you do so. This workshop is offered every semester, including summer. You can find information about the workshop here: <https://cas.fiu.edu/graduate/>

You will need to apply to graduate in UGS, and make sure that your Panther Degree Audit is ready for certification to graduate.

Information on participating in commencement will be provided or you can check this website: <https://commencement.fiu.edu/>

Graduation Requirements

A grade of "C" or higher must be obtained in all courses with a cumulative average of 3.1 or higher in the 75-90 credits; the program requirements must be completed, and a dissertation must be completed and accepted by the University.

ACADEMIC WARNING, PROBATION, AND DISMISSAL

A graduate student can lose funding for failure to maintain satisfactory progress in the academic program as well as unsatisfactory performance as a teaching assistant.

Unsatisfactory performance in the academic program refers to failure to maintain a cumulative GPA of 3.0 or failure to meet expectations on the Annual Student Evaluation and Mentoring Plan.

PART IV: CAMPUS RESOURCES

The process for failure to maintain a 3.0 GPA is:

Warning: A graduate student whose cumulative graduate GPA falls below a 3.0 will be placed on warning, indicating academic difficulty.

Probation: A graduate student on warning whose cumulative graduate GPA remains below 3.0 in the following semester will be placed on probation, indicating serious academic difficulty. The College or School of the student on probation may indicate the conditions which must be met in order to continue enrollment.

Dismissal: A graduate student on probation whose cumulative and semester GPA's fall below a 3.0 will be automatically dismissed from his or her program and the University. A graduate student will not be dismissed prior to attempting a minimum of 12 hours of coursework as a graduate student. The student has ten working days to appeal the dismissal decision. This appeal must be made in writing to the Dean of the University Graduate School. To appeal, a Petition for Exception to Graduate Requirements form, which can be found on UGS Website, must be completed. The dismissal from the University is for a minimum of one year prohibits students from registering for any courses. After one year, the student may apply for readmission to the University in the same or a different program, or register as a non-degree-seeking student if applicable. Dismissed students who are readmitted or who register as non-degree-seeking students are placed on academic probation.

The policies for unsatisfactory performance in the Annual Evaluation and sanctions related to academic misconduct are discussed above and can also be found here:

<https://psychology.fiu.edu/graduate-programs/current-grad-students/university-policies/>

The fourth section introduces you to the campus resources that can help you in your professional and educational development.

HEALTH AND WELLNESS RESOURCES

HEALTH CARE CENTER

The University Health Services provides professional, accessible, and cost-effective primary care services to registered students, with an emphasis on health education, prevention and self-care.

The center provides a number of free services (covered under the Student Health Fee), including:

1. Routine medical exams for illness and injury
2. Physical examinations not requiring documentation

3. Individual medical consultations
4. Family planning consultations
5. Health education; access to a resource library
6. Screening for high blood pressure and other conditions

Other services are also available for a nominal fee, including:

1. Laboratory tests: strep screen, chemistries, blood count, mono test, cholesterol, urinalysis, pregnancy tests and others.
2. EKG Testing and treatment for sexually transmitted diseases, respiratory therapy, vision screening, pap smears, prescription and over-the-counter medications at the Pharmacy.
3. Immunizations: measles, mumps, rubella, hepatitis, influenza, tetanus, TB screening.

Some services are not provided by the center; however if these services are needed or requested, referrals will be made to several local hospitals, pharmacies and physicians. The student must assume financial responsibility for these services, as the Student Health Fee only covers services that are performed at the campus clinics. The health insurance plan recommended by the university typically covers most of these other services and students are strongly encouraged to be enrolled in either this program or a suitable alternative. Services not provided at the health center include:

1. X rays and other sophisticated diagnostic testing.
2. Specialty physician care (i.e. obstetrics, surgery, orthopedics, ophthalmology, cardiology, gastroenterology etc.) and dental care.
3. Emergency care after clinic hours.
4. Overnight infirmary services

THE COUNSELING CENTER

The staff of the Florida International University office of Counseling and Psychological Services (CAPS) provides assistance to help you have the most rewarding and successful university experience while at FIU. They offer a range of services to that end and encourage you to look through their web site and call if you have other questions.

If you would like to meet with one of their highly experienced staff members in person, just visit one of the Counseling Center offices weekdays between the hours of 9:00am to 3:00pm, except on Tuesdays when “walk in” hours are between 9:00am – 12:00pm.

The services and programs offered by CAPS are provided by licensed psychologists and licensed clinical social workers that retain expertise in dealing with student concerns and development. Registered students are qualified to make use of services at no additional cost, as the center is funded by the Student Health Fee. All services provided adhere to confidentiality requirements as stipulated by the state of Florida.

For more information, please visit the website:

<http://www2.fiu.edu/~psychser/index.html>

Contact Information:

Modesto A. Maidique Campus

UHSC 270

(305) 348 – 2434

Monday & Tuesday, 8:00am – 6:30pm

Wednesday-Friday 8:00am- 5:00pm Evening appointments by request.

Biscayne Bay Campus

WUC 320

(305) 919 – 5305

Monday -Thursday, 8:00am – 5:00pm Evening appointments by request.

NATIONAL GRADUATE STUDENT CRISIS LINE

The National Graduate Student Crisis Line also offers immediate Help for Grads in Crisis.
1-877-GRAD-HLP (1-877-4723-457)

<http://www.hopeline.com>

WELLNESS CENTER

The Wellness Center provides health promotion and disease prevention activities throughout the FIU community. Services offered include:

Community Programs and Outreach

1. Workshops and presentations on topics such as preventative Health, Substance use and abuse, Sexual Health, Nutrition and Fitness, Orientation to Wellness, and Stress Management.
2. Theme-based activities such as Sexual Responsibility Week, Men's Health Week, Breast Cancer Awareness, Health Fairs, etc.
3. Joint programming and events with other university departments and services.
4. Sponsorship and advisement of student clubs and organizations.
5. Serves as an internship site for academic programs.

Acupuncture

One of the oldest Chinese medical traditions used for the treatment of weight loss, headache, low back pain, menstrual cramps, fibromyalgia and carpal tunnel. Acupuncture is now available at the Wellness Center every Friday by appointment.

Individual Consultations

The Wellness Center provides individual consultations and information in the areas of lifestyle management, stress reduction, smoking cessation, nutrition, weight management, sexual health and risk reduction, as well as referrals to other university and community services.

Free HIV Testing

Anonymous and confidential HIV Counseling and Testing is available on both campuses free of charge. Please call for details on dates and times.

Dine Healthy

Dine Healthy is a computer-based program that analyzes your dietary intake for a given period of time. The information provides feedback on your overall nutrition as well as focus on problem areas specific to your particular profile.

Fitness Assessments

Find out how fit you are by participating in our computerized fitness assessment. This assessment measures an individual's body composition (body fat percent), cardiovascular endurance, blood pressure, weight, heart rate, flexibility and bicep strength. Your results are printed out in graph form with recommendations included. An appointment is required. The assessment lasts approximately 30 minutes to 1 hour.

Massage

Many studies show that massage not only helps with relaxation, but it can also improve your overall health. Massage appointments with a licensed massage therapist are available at the Wellness Center at both our campuses for a nominal fee.

Mind / Body Conditioning Classes

Relax your mind and body with our Mind/Conditioning workshops offered throughout the week including yoga and meditation.

Please view the BBC Yoga flyer for specific days and times. Meditation classes will resume at Modesto A. Maidique in the Fall semester.

Website: <https://studentaffairs.fiu.edu/health-and-fitness/student-health/healthy-living/on-campus-services/index.php>

HOUSING

The Department of Housing & Residential Life at FIU is proud to serve the graduate students by offering unique and exciting living options.

Living on campus, graduate students can take advantage of quiet communities, convenient access to faculty, libraries, research facilities, classrooms, and other campus resources.

Students also have convenient access to an array of non-academic resources such as the Recreation Center, Bookstore, Student Health Services, dining facilities, convenience store, dry cleaners, spa, copy center, and many more.

Graduate students have the option to live in University Park Towers and the University Park Apartments at the Modesto A. Maidique Campus (MMC), and Bay Vista Housing at the Biscayne Bay Campus (BBC). Accommodations consist of single or double apartments and single or double suite-style housing.

For more information, see:

<http://www.housing.fiu.edu/Forms/HRL-Graduate-Brochure.pdf>

CHILD CARE SERVICES

CHILDREN'S CREATIVE LEARNING CENTER

Children's Creative Learning Center (CCLC) at FIU is a nationally accredited educational preschool for children 2 ½ to 5 years old. The hours of operation are 7:45am to 6:00pm from Monday through Friday. Children must be able to completely/independently use the bathroom and feed self. The children of FIU students are given enrollment priority.

Contact Information:

Modesto A. Maidique Campus:

(305) 348 – 2143

E-Mail: cclcfiu@fiu.edu

Website: <http://children.fiu.edu/>

EXPRESS DAY CARE

CCLC also provides an express day care service for children of students who need to attend class. To avail this service the students have to first register with CCLC and present their course schedule. Children must be between 3 and 6 years of age and potty trained. This service is available from 8 a.m. to 8 p.m. in GC 169. Charges are applicable by the hour.

WRITING ASSISTANCE

CAMPUS WRITING CENTER

The center offers individual consultations about any writing you do throughout your years at FIU.

Whether you are brainstorming, drafting, revising or polishing, our writing consultants can assist you with projects such as:

1. Papers, reports, and projects for any course in any department
2. Master's theses, dissertations

3. Proposals
4. Resumes and applications for fellowships and employment
5. Personal Statements
6. Group projects
7. PowerPoint presentations and other non-print projects

It also provides space for working in groups and is furnished with computers, large worktables and reference materials.

Sessions are 50 minutes. Immediately following your appointment, you will be asked to fill out a brief evaluation form.

Workshops are also held during the semester:

1. CV Writing
2. Proposals
3. Evaluating
4. Documenting and Citing Sources
5. Thesis/Dissertation Defense Announcements
6. Research Strategies
7. Avoiding Plagiarism
8. Overcoming Writer's Block

Services Not Offered:

1. Grading papers.
2. Editing or proofreading a paper.

Bringing in long papers that are due the same day as the session is not recommended. Longer and more complex assignments take more time to read and review so you should come to the Center early in the writing process.

Website: <http://writingcenter.fiu.edu/>

Master's and doctoral candidates completing theses, dissertations and other longer sustained writing projects are offered the opportunity to schedule weekly or bi-weekly appointments with the same consultant to build continuity. These frequent consultations can help you meet your goals for completing your project.

A space for graduate students working on group projects is also provided. Meet your group members at the Center to work on your own, or schedule an appointment with a graduate consultant who will help guide your group through its project.

Contact Information:

Modesto A. Maidique:

Green Library Room 125. When you walk through the front doors of the library, make a right through the glass doors of the Learning Center. The Center for Excellence in Writing is at the end of the hallway. Phone: 305-348-6634

Biscayne Bay Campus:

Library First Floor. The Center for Excellence in Writing is to the right of the stairway on the first floor.

Phone: 305-919-4036

Hours for both locations:

Mon, Tues, Wed, Thurs: 8:00 a.m. to 8:00 p.m.

Friday: 8:00 a.m. to 5:00 p.m.

OFFICE OF ACADEMIC WRITING AND PUBLICATION SUPPORT

Services include consultations, writing support circles, publication support circles, discussion groups, writing resources and APA workshops. For more info visit

<http://education.fiu.edu/writingcenter/>

LIBRARY WORKSHOPS

The FIU Library offers several workshops targeted to enhance research strategies for literature reviews, managing citation software and how to get the most from the library. For more info and a calendar of events visit

<http://libguides.fiu.edu>

STATISTICAL RESOURCES**UGS SPONSORED STATITICAL CONSULTING**

All graduate students have access to statistical consulting, free of charge. The statistical consulting is provided through the Department of Math & Statistics. They provide assistance with:

- ✓ Experimental Design
- ✓ Data Coding
- ✓ Data Analysis
- ✓ Interpreting Output
- ✓ Statistical Software Packages
- ✓ SPSS for Windows
- ✓ SAS for Windows
- ✓ PASS for power analysis

Statistical Consultant:

Click here for contact information: <http://gradschool.fiu.edu/statistical-consulting/>

BIostatISTICS GROUP

Graduate students can contact the Biostatistics Group at FIU for guidance and support with their statistical analyses.

Website: <http://stempel.fiu.edu/academics/biostatistics/index.html>

CONSORTIUM FOR THE ADVANCEMENT OF RESEARCH METHODS AND ANALYSIS (CARMA)

FIU is a member of CARMA: an interdisciplinary consortium devoted to helping faculty, graduate students and professionals learn of current developments in various areas of research methods and statistics. As members, CARMA allows FIU access to over 10 years of web broadcasts on methodology and statistics for social sciences. All you need is your FIU email address to have access.

PROFESSIONAL DEVELOPMENT

UGS GRADUATE STUDENT ADVISORY BOARD

The Graduate Advisory Board (GAB) is to serve as the voice for the graduate student community. The GAB facilitates the success of FIU's graduate students by providing feedback to the University Graduate School, Graduate Student Funding Committee, Student Government Association and other campus entities invested in graduate education on topics including:

- effective communication of policies and procedures and other timely information to students;
- involvement opportunities at the graduate level;
- accessibility to campus resources;
- academic success and student retention; and
- a robust living, learning community.

The GAB is charged with conveying graduate student needs - personal, professional and academic - programming ideas and policy concerns to the UGS. While the Graduate Student and Professional Committee (GPSC) is the recognized advocacy group for graduate students at FIU, the UGS would like input from an array of students and disciplines.

It is imperative that we have feedback from a representative cross -section of the graduate student community.

The structure for the GAB includes student representation from GPSC and diverse academic disciplines. There is no executive board, appointed positions or hierarchy; this is truly an advisory board.

The Graduate Student Advisory Board will meet monthly. At the first meeting, a schedule of meetings will be decided.

If you are interested in applying to be a member of this year's Graduate Advisory Board, please review and complete the GAB application. **The application and contact information can be found here:** <http://gradschool.fiu.edu/graduate-student-advisory-board/>. All applications must be submitted online by the application deadline.

THE GRADUATE & PROFESSIONAL STUDENT COMMITTEE (GPSC)

The Graduate & Professional Student Committee (GPSC) helps facilitate and enhance the overall graduate student experience by advancing the University's academic goals and promoting quality presentations and research efforts. They also work in conjunction with other Graduate Student Organizations and departments, in order to present educational workshops on many topics including thesis/dissertation, as well as coordinating symposiums and scholarly forums.

Contact Information:

Graham Center (GC) 2202

Phone Number: 305-348-3023

Fax Number: 305-348-3063

E-Mail: GPSC@fiu.edu

Office hours: Monday to Thursday from 3pm to 7pm

THE PSYCHOLOGICAL GRADUATE STUDENT ASSOCIATION (PGSA)

The goal of Psychology Graduate Students Association is to represent and promote the interests of the current psychology graduate student community by supporting scholarly activities and providing leadership, service, and social opportunities.

PGSA exists to enrich the experience of all psychology graduate students by flexibly responding to their changing collective needs.

Contact information:

Myriah Mcnew

President Email: mmcne009@fiu.edu

UNIVERSITY GRADUATE SCHOOL (UGS)

UGS Professional Development Program (PDP) assists students in their career development by serving as a gateway to campus-wide resources. They also provide direct services and many workshops to prepare graduate students for a highly competitive and demanding job market and to assist with career development. UGS workshops help to build skills in communication, mastering scientific writing and writing for the thesis and dissertation, including how to conduct a thorough review of the literature, how to master APA format, grant writing, and mastery of professional presenting and teaching. Leadership workshops are offered as well.

UGS Professional Development Workshops on Career Enhancement: topics include interviewing/networking, resume and cover letter tips, job search strategies, job search strategies for international students, resume and cover letter writing, interview and negotiating skills.

Website: <https://goglobal.fiu.edu>

CENTER FOR ADVANCEMENT IN TEACHING (CAT)

The Center for Advancement in Teaching (CAT) offers a TA Certification that can enhance students' teaching skills and build their resumes. Furthermore, the Global Learning Initiative at FIU hosts several opportunities to enhance teaching and course development. It is open to Graduate Students, geared towards the Faculty level (instead of a workshop that seems more appropriate for an undergraduate level). The Center for Advancement of Teaching (CAT) coordinates with the Global Learning group so that workshops in GL count towards your TA Certification.

Websites: <https://goglobal.fiu.edu>
<http://undergrad.fiu.edu/cat/ta-certification.html>